

PSU-0225  
(12)

March 5th

**LABOUR DISTRIBUTION**

Methods for controlling labour costs by establishing efficiency standards.

LECTURER: O. M. Mackey,

Manager,

Data Processing Apparatus Division,  
Canadian General Electric Co.,  
Peterborough, Ontario.

March 12th

**UNUSUAL APPLICATIONS**

PART 1—The method of issuing and controlling traffic summonses by the Metropolitan Toronto Police.

PART 2—Salesmen record customers' orders on "mark sense" punched cards for automatic processing of shipping papers.

LECTURER: E. L. Vollum,

Manager, Machine Accounting,  
City Hall, Toronto.

R. F. Craig,

Methods Analyst,  
Procter & Gamble Co. of Canada, Limited.

March 19th

**A COMBINED APPLICATION**

The integration of a number of machine applications through one machine accounting system.

LECTURER: T. C. Scrymgeour,

Manager of Operations,  
White Hardware Ltd.

March 26th

**QUESTIONS AND REVIEW**

A review of the principles described in the lectures where answers to questions arising from the lectures are discussed. Students are encouraged to submit questions to the Chairman throughout the Course.

LECTURER: D. T. Barber,

Management Consultant.



UNIVERSITY OF TORONTO  
UNIVERSITY EXTENSION

Spring, 1958  
1959

Introductory Course  
in

**MACHINE  
ACCOUNTING  
with Punched Cards**

Sponsored by

Toronto Chapter,

National Machine Accountants Association

